

Meeting Minutes
Newbury Planning Board
Thursday, February 1, 2024

FINAL – Approved February 7, 2024

Planning Board Chair Larry Murphy opened the February 1, 2024 Newbury Planning Board (PB) meeting at 9:16 a.m. in the 2nd Flooring Hearing Room of the Newbury Town Offices at 12 Kent Way, Byfield, MA. Planning Board members present when the meeting opened included Larry Murphy, Peter Paicos, Woody Knight, Mary Stohn, Scott Kinter, and Steve Mangion. Murphy welcomed Mangion to his first meeting as the Planning Board's Associate Member. Planning Director Martha Taylor and Assistant Planner Kristen Grubbs were also present.

Murphy explained the purpose of the meeting which was to review and discuss the goals of the Planning Board and Planning Department's budget for the Fiscal Year 2025. Murphy explained that the Town of Newbury's fiscal year (FY) runs from July 1 to June 30 of each year, so we are currently in the middle of FY'24. FY'25 will run from July 1, 2024 – June 30, 2025.

Murphy turned the meeting over to Planning Director Martha Taylor who explained that last year Newbury's Town Administrator Tracy Blais worked with consultants at The Edward J. Collins, Jr. Center for Public Management at UMASS Boston to develop the format for departments to organize and present their goals for each year's budget cycle in Newbury. Taylor shared the document that has been submitted by the Planning Department to the Town Administrator for FY'25, which reports on goals completed during FY'23, gives updates on the status of the FY'24 goals (as they stand half way through the year), and proposes the goals for FY'25.

Taylor responded to questions about the planning flow chart by explaining that she does currently have loose oversight of the Zoning Board of Appeals. She said that while the Conservation Commission is part of Inspectional Services there is some overlap with Planning. Taylor also currently has supervision over the Conservation Agent.

The Board members reviewed various goals and projects with staff and discussed the timelines. Discussion included technical assistance for the MBTA Communities/3A zoning process, the Town's project with Town Counsel to review the entire Zoning Bylaw, the schedule of the Housing Production Plan (HPP) update, the implementation of the Master Plan, and other projects.

Taylor and other Board members updated each other on the HPP information session held on January 29, 2024, and reviewed different strategies for guiding the production of more affordable housing.

Board members commented that there are a lot of goals listed and it will be important to prioritize and to develop means to measure success.

Motion: Stohn moved to adjourn the meeting; Knight seconded. Members voted: Paicos, yes; Knight, yes; Stohn, yes; Kinter, yes; Murphy, yes. The meeting was adjourned at 10:46 a.m.

Respectfully Submitted,

Kristen Grubbs
Assistant Planner